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DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **PUBLIC WELFARE INVESTIGATION SUPERVISOR**

Announcement Number: DOA 210-21

Open: December 13, 2021 Continuous

GENERAL PAY PLAN (GPP)

OPEN: M-01; \$40,762 P/A – M-10; \$55,958 P/A

PROMOTION: M-01; \$40,762 P/A – M-18; \$71,844 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.hr.doa.guam.gov

Application Submission

OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. EMPLOYMENT APPLICATION FORMS ARE ACCESSIBLE TO DOWNLOAD ON THE DEPARTMENT OF ADMINISTRATION'S WEBSITE AT WWW.HR.DOA.GUAM.GOV. PLEASE EMAIL YOUR APPLICATION(S) TO: DOAJOB@DOA.GUAM.GOV.

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Two (2) years of experience as a Public Welfare Investigator II or one (1) year as an Eligibility Supervisor or Quality Control Supervisor and graduation from a recognized college or university with a Bachelor's degree in criminal justice, police science, social science, business or public administration or related field; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Necessary Special Qualifications

Possession of a valid motor vehicle operator's license.

Nature of work

This is responsible professional investigative and enforcement work involving violations committed in the public assistance program administered by the Division of Public Welfare, Department of Public Health and Social Services. Employees in this class supervise and perform the full range of complex professional duties in the specialized functional program areas of the profession.

Illustrative Examples of Work:

Supervises program investigators engaged in investigation of public assistance, abuse, complaints and enforcement of rules and regulations. Plans the conduct of investigation and enforcement, guides and advises subordinate staff in complex technical and other difficult aspects of assignments. Assists in the coordination with other local, federal, state, and military agencies, the court and Attorney General's Office in connection with case investigation and enforcement of claims collection. Orientates subordinate staff on team responsibilities, goals, new rules and regulations and policy changes. Initiates replies to correspondences and originates recommendations for development of projects, plans and program revisions. Compiles basic data or drafts and prepares reports of activities corollary with bureau needs for fiscal, administrative, program reports and planning purposes; prepares progress and activity reports of unit's operation. Reviews and evaluates cases selected or referred for investigation; insures the control, classification, filing, confidentiality and traceability of cases subject for investigation. Conducts complex investigation, identifying issues involved and types of evidence that will be sought; determines scope, timing and direction, and interviews potential sources of information. Collects and obtains facts and evidence needed to sustain or refute allegations or violations through field activities and/or office visits; interviews or interrogates complainant witnesses or suspects/clients; examines and analyzes records and documents, and verifies information obtained to establish the accuracy, credibility and authenticity of facts or evidence; prepares investigation findings citing provisions of laws violated and recommends appropriate actions. Provides guidance on investigation, i.e. technical, compliance with laws and policies; reviews cases for completion and decides routing of referral to appropriate channels. Sets up case files and secures all information relevant to investigation of benefits abuse. Conducts follow-up investigation of cases referred for prosecution and administrative disqualification hearing; appears as a witness in court on cases referred for prosecution as required before a grand jury or administrative disqualification hearing. Coordinates collateral roles of investigators in the recovery and enforcement in the recoupment of over issued benefits. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles, practices and techniques of interviewing and investigations. Knowledge of the rules of legal evidence relative to the collection, preservation, identification and legal procedures. Ability to supervise the work of others. Ability to gather facts and information through interview, conducts research and maintains confidentiality. Ability to enforce laws, rules and regulations and to maintain firmness and impartiality. Ability to make decisions in accordance with pertinent laws, rules and regulations. Ability to exercise sound judgment and make recommendations and proper disposition of cases. Ability to make mathematical computation, correlate evidence and make sound conclusions. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare technical reports. Skill in the safe operation of a motor vehicle.

PUBLIC WELFARE INVESTIGATION SUPERVISOR OPEN COMPETITIVE EXAMINATION

Minimum Educational Requirements

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

Documentation Requirements

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact the Recruitment Branch at 475-1141/1120/1174.

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP), failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews. OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. PLEASE EMAIL YOUR EMPLOYMENT APPLICATIONS TO: doajobs@doa.guam.gov.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at www.hr.doa.guam.gov. For further information, you may email doajobs@doa.guam.gov.


SHANE G.L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.